

<p>CITY OF BEAVERTON Graphics Technician</p>
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General Summary

Plan, schedule and complete work orders for reprographic services. Assist with support of mailroom, audio/visual equipment and copy machines.

Key Distinguishing Duty

Typeset, layout, design and upgrade materials using advanced graphics design software.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Schedule production work for reprographic projects. Complete work orders. Monitor work orders to ensure timely delivery. Communicate project status to customers.
2. Produce graphics materials. Determine bid specifications for printed materials. Solicit and analyze bids. Analyze quality and suitability of supplies, services, materials and equipment. Maintain a variety of logs and records. Follow-up on delayed shipments and monitor vendor progress.
3. Maintain inventory of reprographic supplies.
4. Operate and maintain a variety of production equipment.
5. Typeset, layout, design and upgrade existing material such as business cards, forms and brochures.
6. Participate in section operational processes including procedure development and implementation.
7. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution. Focus on producing high quality results.
8. Represent the City to the public in operational functions as required. Advance and protect the interests of the City and its citizens in all matters.
9. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety, co-workers and the general public.

10. Participate in the City Emergency Management program including classes, training sessions and emergency events.
11. Follow standards as outlined in the Employee Handbook.
12. Produce an acceptable quantity and quality of work that is completed within established timelines.
13. Support and respect diversity in the workplace.

Other Functions

1. Provide back up to mail processing staff.
2. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Working knowledge of practices and principles of printing and graphic arts.
- ◆ Basic knowledge of high-speed copiers and bindery equipment.
- ◆ Basic understanding of practices and principles of public/business administration practices and decision-making.
- ◆ Basic understanding of strategic planning methods with an emphasis on services related to printing and graphics arts.
- ◆ Working knowledge of public purchasing and contracting laws and regulations.
- ◆ Working knowledge of basic arithmetic and mathematics principles.
- ◆ Working knowledge of English grammar, spelling and usage.

Skills/Abilities Required

- ◆ Ability to participate on a team focused on producing high quality results.
- ◆ Ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to apply excellent internal and external customer service skills.
- ◆ Strong ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public. Basic ability to make presentations.
- ◆ Advanced ability to use a keyboard and word processing, spreadsheet programs or other application software as required for position, especially desktop publishing applications. Strong ability to use general office equipment and digital high speed copiers..

Minimum Qualifications Required for Entry

High School diploma or GED, technical training in printing or graphic arts and 2 years experience in printing or graphic arts or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.

Working Conditions

Regular focus on a computer screen for prolonged periods; daily precise control of fingers and hand movements; daily standing for prolonged periods; daily lifting, moving or carrying objects weighing up to 50 pounds; weekly lifting, moving or carrying objects in excess of 50 pounds; daily crouching, bending or kneeling; daily exposure to high noise levels of equipment; daily exposure to equipment with a cutting potential; occasional operation of a motor vehicle on public roads.

Classification History

As of 10/97: Reprographics Technician
Revised: 1/98
Class specification title 1/98: Reprographics Technician
New class specification title 9/01: Graphics Technician
Revised: 11/04
Revised/1/09

Status: SEIU
FLSA: Non-exempt

Department Head Signature

Human Resources Signature

Date

Date